



Child Protection and Safeguarding: COVID-19 Addendum

Horbury Academy



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Approvals

Name	Position	Signature	Date
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Important contacts

ROLE	NAME	CONTACT DETAILS
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DSL Horbury Academy	Chris Sergeant	enquiries@horbury.accordmat.org
DSL Ossett Academy	Sam Gibbs	enquiries@ossett.accordmat.org
DSL Primary Academies	Julie Tomlinson	admin@horburyprimary.accordmat.org

ROLE	NAME	CONTACT DETAILS
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	<p>Mr R Spink - Director of Sixth Form – Assistant Principal</p>	
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<p>Miss C Burland - Pastoral Year Leader</p>		
<p>Miss R Walker - Pastoral Year Leader</p>		

ROLE	NAME	CONTACT DETAILS
Designated member of Senior Leadership Team if DSL (and deputy) can't be on site	Horbury Senior team Ben Gilder Nick Ash Ossett Senior Team Andy Redfern Accord Central Jamie Lawler	enquiries@horbury.accordmat.org enquiries@ossett.accordmat.org enquiries@accordmat.org
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1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners Wakefield Safeguarding Children Partnership, SENART, REACH Team/Virtual Head Teacher and Local Authority (LA) Wakefield Council.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
 - With a child protection plan or Child in Need.
 - Assessed as being in need.
 - Looked After Children (LAC) or Children in Care (CIC) in West Yorkshire.
- Have an education, health and care (EHC) plan.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability. However, the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They will use professional judgement and will have the flexibility to offer a place to those not currently with a social worker but who the school deem as vulnerable.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and academy will explore the reasons for this directly with the parent.

Where parents are concerned about the risk of the child contracting COVID-19, the academy or social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

We will encourage all our vulnerable children and young people to attend school.

Allocated workers can visit a child on school site as long as social distancing protocol is followed.

2. Core safeguarding principles

We will still adhere to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first.
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately.
- A designated safeguarding lead (DSL) or deputy should be available at all times (see section 4 for details of our arrangements).
- It is essential that unsuitable people do not enter the school workforce or gain access to children.
- Children should continue to be protected when they are online.

3. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

Colleagues can report any concern via CPOMS or completing a Cause for Concern form and sending this to their DSL.

Where this cannot be done colleagues should contact Wakefield Children's Social Care/MASH via **0345 8503 503**.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important Contacts' section at the start of this addendum.

If our academy DSL (or deputy) can't be in school, they can be contacted remotely. All contact details can be found on pages 4, 5 and 6 of this addendum.

If our academy DSL (or deputy) is unavailable, colleagues should contact the Accord Executive DSL Gayle Rowe on enquiries@ossett.accordmat.org.

DSLs will be responsible for ensuring CPOMS is updated with concerns and subsequent actions.

We will keep all school staff and volunteers informed via the COVID-19 Teams rota and email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are via the Accord Vulnerable Pupil register.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be on rotation, J Tomlinson, H Young, S Broome, N Walker, J Lawler, A Redfern, S Gibbs, N Ash and B Gilder. You can contact them using the information detailed on pages 4, 5 and 6.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school.
- Update and manage access to child protection files, where necessary.
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments.
- Arrange for immediate/ ongoing support throughout the day for the child/family via the pastoral staff on site.

5. Working with other agencies

We will continue to work with children's social care and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

- Our 3 local safeguarding partners.
- The Local Authority

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by calling parents/ carers where possible within 30 minutes of the start of the day.
- Notify their social worker, where they have one.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school. Attendance will also be communicated to the LA in this format.

In cases open to allocated workers, the social worker/CFH worker and school will agree with parents/carers whether children should be attending school. We will then follow up regularly with any pupil that we were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. Attendance communications will be centralised via the enquiries emails and highlighted on the daily register if pupils are expected to attend.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act immediately on any concerns they have.

The academy will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

8. Concerns about a staff member or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where we are utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Staff should continue to act immediately on any concerns they have.

Where staff are concerned about an adult working with children in the school, they should immediately report the concern to the Principal. If there is a requirement to make a notification to the Principal whilst away from school, this should be done verbally and followed up with an email.

Concerns about the Principal should be directed to the CEO.

We will continue to take advice and refer concerns to LADO.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate.

These plans set out:

- How often the school will make contact.
- Which staff member(s) will make contact.
- How they will make contact.
- Referral to DSL if risks are deemed high enough for a home visit.
- All contact/ attempts to contact will be recorded via CPOMS.

We have agreed these plans with children's social care where relevant, and will review them weekly.

If we cannot make contact, we will change the time of day the contact is made, refer to DSL for a home visit, report to Social Worker/ Police.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

Further information and resources are available – including neglect toolkit <https://www.wakefieldscp.org.uk/education/education-resources/>

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

Where pupils are using computers in school, appropriate supervision will be in place.

DSLs will consult with the national Professional Online Safety Helpline 0344 3814772 if required.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and ICT acceptable use policy.

Online teaching should follow the same principles as set out in the Code of Conduct and Safer Working Practice guidelines for those working in education settings.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our Director of ICT / network provider to communicate with pupils.
- Staff should record, the length, time, date and attendance of any sessions held.

Our pupils are aware of external support such as Childline and Kooth. These have been communicated and are available on our website.

We will continue to inform parents of online safety resources through the websites and social media platforms.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures as set out in section 3 of this addendum.

We will make sure children know how to report any concerns they have back to our school, and signpost them to other sources of support too.

11.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to children online and the importance of staying safe online.
- Know what our school is asking children to do online, including what sites they will be using and who they will be interacting with from our school.
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides.
- Know where else they can go for support to keep their children safe online.

We will support parents and carers with appropriate links via the websites and regular social media tips and advice.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health to all pupils. A remote alert service will be provided via the 'need to talk' text messaging. This will allow academy staff to sign post young people to support agencies.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adult's mental health.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS. New staff must still present the original documents when they first attend work at our school.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. All staff details working across academies are held centrally within the Trust central HR team.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive:

- A safeguarding induction.
- A copy of our Child Protection Policy (and this addendum).
- Keeping Children Safe in Education part 1.

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our Child Protection Policy and this addendum.
- Confirmation of local processes.
- Confirmation of DSL arrangements.

13.4 Keeping records of who is on site

We will keep a record of which staff and volunteers are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

We will use the central SCRs for all academies and signing in books as a record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'.

- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere.

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them.
- The child's EHC plan, child in need plan, child protection plan, or personal education plan.
- Details of the child's social worker.
- Details of the virtual school head.

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed in line with guidance from the three identified local safeguarding partners, the LA or DfE updates, by Accord DSL Gayle Rowe. At every review, it will be approved by the board of Trustees.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy.
- Staff Code of Conduct.
- ICT Acceptable Use Policy.
- Health and Safety Policy.
- Online Safety Policy.

16.1 Support from the Local Authority

The Local Authority cluster contacts will provide support and guidance as appropriate to enable the school to carry out our safeguarding role effectively.

Regular communication from Wakefield Director of Education is available on the website Wakefield Its Learning <https://wakefield.itslearning.com/>

The Safeguarding Advisor for Education regularly updates the Education resource webpage on Wakefield Safeguarding Children Partnership webpage for DSLs.
<https://www.wakefieldscp.org.uk/education/education-resources/>

This includes staff emotional support websites and helplines.